DOCUMENT RESUME

ED 140 840 IR 004 947

TITLE Guide to Library Placement Sources.
INSTITUTION American Library Association, Chicago, Ill.
PUB DATE 77
NOTE 10p.

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS *Employment Services; Information Sources; *Job Placement; *Librarians; Libraries; *Library Guides

ABSTRACT

This guide updates the listing in the 1976 "Bowker Annual of Library and Book Trade Information" with information on new joblines, new services, and changes in contacts and groups listed. Sources listed primarily give assistance in obtaining professional positions; a few indicate assistance for paraprofessionals, although they are usually recruited through local sources. Sections list general sources, library joblines, special library associations and groups, state library agencies, state and regional library associations, library schools, federal library jobs, overseas, freelance librarianship, library personnel interchange, and job hunting. (Author/KP)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED140840

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

GUIDE TO LIBRARY PLACEMENT SOURCES

American Library Association

IR 004 947

GUIDE TO LIBRARY PLACEMENT SOURCES

(This information was gathered by the Office for Library Personnel Resources, American Library Association, for the 1977 Bowker Annual of Library and Book Trade Information.)

GENERAL SOURCES OF LIBRARY JOBS

This year's guide updates the listing in the 1976 Bowker Annual with information on new joblines, new services, and changes in contacts and groups listed previously. The sources listed primarily give assistance in obtaining professional positions, although a few indicate assistance with paraprofessionals. The latter, however, tend to be recruited primarily through local sources.

Library Literature: Classified ads of library vacancies and positions wanted are carried in many of the national, regional, and state library journals and newsletters. Members of associations can sometimes list "position wanted" ads free of charge in their membership publications. Listings of positions available are regularly found in American Libraries, College and Research Libraries Newsletter, Special Libraries, Library Journal, LJ/SLJ Hotline, and Wilson Library Bulletin. State and regional library association newsletters, state library journals, and foreign library periodicals carrying such ads are listed in later sections.

Newspapers: The New York Times Sunday "Week in Review" section lists librarian openings, in addition to those in the classified section. The Sunday Chicago Tribune includes some librarian positions in a special classified section called "Lifestyle/Professions" in addition to the regular classifieds. Local newspapers, particularly the larger city Sunday editions (i.e. Los Angeles Times) will carry librarian positions (professional and clerical) on occasion.

National Registry for Librarians: 40 West Adams Street, Chicago, Ill 60603, (312) 793-4904: Established as a professional placement service in 1965, the Registry is a centralized nationwide clearinghouse for professional librarians and employers. There are no registration, referral, or placement fees for this service. Librarians seeking professional employment complete an application form designed for processing through automatic retrieval equipment; employers also complete job order forms which describe their vacancies. Copies of all applications meeting the employer's selection criteria are forwarded to allow the employer to contact the applicant directly. The Registry does not maintain a file of school credits or personal references, nor does it make any recommendations.

All vacancies and applications listed with the Registry are made available for review at both midwinter and summer meetings of the American Library Association where candidates and employers may review the entire files and make arrangements for interviews.

Theresa M. Burke Employment Agency, 8 W. 40th St., New York, N.Y. 10018, (212) 563-6075: A licensed professional employment agency which has specialized for over 25 years in the recruitment of library and information personnel for academic, public, and special libraries. Staffed by employment counselors who have training and experience in both library service and personnel recruitment. Presently the majority of openings are in the northeast and require subject backgrounds and/or specific kinds of experience. Generally fees are paid by the employer.

Library Career Consultants, Pittsburgh, PA. is no longer in operation.

LIBRARY JOBLINES

Library joblines or job "hotlines" give recorded telephone messages of job openings in a specific geographical area. Most tapes are changed once a week on Friday afternoon, although individual listings may sometimes be carried for several weeks. The classified section of American Libraries carries jobline numbers in each issue. Although the information is fairly brief and the cost of calling is borne by the individual job seeker, the jobline provides a quick and up-to-date listing of vacancies which is not usually possible with printed listings or journal ads.

Most joblines carry job listings for their state or region only although some will occasionally accept out-of-state positions if there is room on the tape. While a few will list technician and other paraprofessional positions, the majority are for professional jobs only. When calling the joblines, one might occasionally find a time when the telephone keeps ringing without any answer; this will usually mean that the tape is being changed or there are no new jobs for that period.

The following are in operation: American Society for Information Science (202) 659-8132: California Association of School Librarians (714) 545-7766; California Library Association (916) 443-1222 for northern Calif. and (213) 629-5627 for southern Calif. (identical lists); Colorado State Library (303) 892-2210; Florida State Library (904) 488-5232; Georgia Library Association/JMRT (404) 378-2811 (5 p.m.-8 a.m. Monday through Friday; 12 noon Saturday through 8 a.m. Monday); Maryland Library Association (301) 685-5760; Metropolitan Washington Council of Governments (D.C.) (202) 223-2272; New Jersey State Library Association/State Library (609) 695-2121; New York Library Association (212) 687-1352; Oregon Library Association (503) 649-2122 (co-sponsored by Oregon Educational Media Association, Univ. of Oregon School of Librarianship); Southern California Chapter, Special Libraries Association (213) 795-2145; Washington, D.C. Chapter, Special Libraries Association (202) 223-2272; Pennsylvania Cooperative Jobline (412) 362-5627 (co-sponsored by the Pennsylvania Library Association; Pennsylvania Learning Resources Association; Pittsburgh Regional Library Center; Special Libraries Association--Philadelphia Chapter; Medical Library Association--Philadelphia and Pittsburgh groups; American Society for Information Science--Delaware Valley Chapter.)

Midwest Federation of Library Associations 517-487-5617 (to begin operation May 1, 1977). This is co-sponsored by seven state library associations: Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, Wisconsin. Jobs in these states will be listed. However, Friday noon to Monday noon recording will list only public library jobs, while Monday noon to Friday noon recording will list academic library job openings. Paraprofessional positions will also be accepted. Employers should send job listings to their own state library association executive secretary, who will refer these to the Michigan Library Association where the recording equipment is housed. There is a $5.00 fee to be paid by the employer for each job listing.

For those employers who wish to place vacancy listings on the jobline recordings, the following numbers can be called: ASIS (202) 659-3644; California (916) 477-8541; Colorado (303) 892-2174; Washington, D.C. (202) 223-6800, ext. 344; Florida (904) 488-2088 (jobs in the state of Florida only); Georgia (404) 767-9484; New Jersey (609) 292-2992; and New York (212) 687-6625. Pensylvania Library Association (412) 362-6400; Special Library Association, Washington Chapter (202) 755-0353.
Write Maryland Library Association, 115 W. Franklin St., Baltimore, MD 21201; Oregon Library Association JOBLINE, q.O. Box 200, Beaverton, OR 97005, and California Association of School Librarians, P.O. Box 17355, Irvine, Calif. 92713

SPECIALIZED LIBRARY ASSOCIATIONS AND GROUPS

Alabama A&M, School of Library Media, c/o Dorothy M. Haith, Normal, Ala. 35762, (205) 859-7216 or (205) 859-7238: A national data bank of black librarians is available to employers, deans, etc. who wish to recruit black librarians for employment and/or participation in scholarship programs. The Informer (quarterly newsletter) contains one page of available positions ($1.50-4 issues).

American Association of Law Libraries, c/o Betty Taylor, 53 W. Jackson Blvd., Chicago, Ill. 60604; placement service is available without charge. Lists of openings and personnel available are published several times per year in a newsletter distributed to membership. Applicants are referred to placement officers for employment counseling.

American Chemical Society, Division of Chemical Information, c/o Bruno M. Vasta, National Library of Medicine, 8600 Rockville Pike, Bethesday, MD. 20014: The division sponsors a referral service for unemployed literature chemists (knowledgeable of chemistry reference works, indexing, abstracting). Lists of positions available are sent on request at no charge, although no resumes or credentials are handled through the service.

American Library Association (ALA) Black Caucus, c/o Dean Virginia Lacy Jones, Atlanta University School of Library Service, Atlanta, GA 30314: Although not a placement service, a Data Bank of black librarians is maintained, and employers do request information on possible candidates.

ALA Social Responsibilities Round Table, Rhode Island Affiliate, c/o Candice Civiak, Providence Public Library, 150 Empire St., Providence, R. I. 02860. "SRRT Job Hotline" appears monthly in Rhode Island Library Association Bulletin; listing positions open in Southeastern New England, including non-professional jobs.

American Society for Information Science, 1155 16th St., NW, Suite 210, Washington, D.C. 20036, (292) 659-3644: There is an active Placement Service operated at ASIS Annual Meetings (usually October) and Mid-Year Meetings (usually May) (locales change). All conference attendees (both ASIS Members and non-members), as well as ASIS Members who cannot attend the Conference, are eligible to use the Service to list or find jobs. Job listings are also accepted from employers who cannot attend the Conference. For those who attend the conference, interviews are arranged and special seminars are given. During the rest of the year, current job openings are listed on the ASIS JOBLINE. Fifteen of the ASIS Chapters have Placement Officers who further assist Members in finding jobs.

The ASIS JOBLINE operates 24 hours a day, 7 days a week. Brief descriptions--including contact information--of current job openings around the country are recorded every Friday noon. New jobs are listed first, starting with overseas or West Coast jobs and working back towards jobs in the Washington, D.C. area. Thereafter, jobs still available from the preceding week's recording are listed. The average tape length is 7 minutes. The number to call is (202) 659-8132.

American Theological Library Association, c/o Office of the Executive Secretary, Lutheran Theological Seminary, 7301 Germantown Ave., Philadelphia, Pa 19119: Free to members; $5 filing fee for non-members for listing up to two years or until employment is secured. Application forms should be requested. Referrals are made all year, although few openings have been registered in the past year.

Art Libraries Society/North America (APLIS/NA), c/o Judith A. Hoffberg, Box 3272, Glendale, Calif. 91201: A data bank of resumes for members only interested in art librarian positions; interested employers may request information regarding these. Jobs and "positions wanted" are also listed in the newsletter (five times per year).

Asian American Librarians Caucus, c/o Donald G. Robertson, 845 N. 68th, Lincoln, Nebr. 68505: Provides a monthly listing of positions available to AALC members who request it. A fee of $3 per year is charged for postage and other expenses.

Association for Educational Communication & Technology, Placement Service, 1126 16th St., NW, Washington, D.C. 20036, (202) 833-4180: Positions wanted and open are listed in the monthly AECT Bulletin by code number and state; responses to ads are forwarded by the association to the appropriate employer/employee. A placement center operates at annual conferences. Available to members only; request application.

Council on Library Technical Assistants, c/o Richard Taylor, Editor, Wilbur Wright College, 3400 N. Austin Ave., Chicago, Ill. 60634: COLT Newsletter appears eleven times a year and will accept listings for library media technical assistant positions. However, correspondence relating to jobs cannot be handled.

Medical Library Association, 919 N. Michigan Ave., Suite 3208, Chicago, Ill. 60611, (312) 266-2456: Placement service is free to MLA members and $25 for non-members. Registration period is six months. Lists of all available positions are sent to registrants monthly by first class mail; enrollees also have the option of placing position wanted or available ads in the MLS News for two months.

Music Library Association, Placement Director, 343 S. Main St., Room 205, Ann Arbor, Mich. 48105: Registration fee of $5 per year (September through August). The Service provides information about positions and people. MLA members who register receive the Job List and may submit a resume for the files. Non-member or institution registrants receive the Job List. Employers are sent information about candidates matching their requirements.

Reforma, National Association of Spanish Speaking Librarians in the U.S., c/o Jose Taylor, 2093 N. Medina Ave., Simi Valley, Calif. 93063. The group is discussing how it might assist in being better able to refer job vacancy notices to Spanish speaking librarians. For listing of Spanish speaking/Spanish-surnamed professionals, request: "Who's Who of Spanish-Heritage Librarians in the U.S." Editor: Dr. Arnulfo D. Trejo, College of Education, University of Arizona, Tucson, Ariz. 85721 for $3.00.

Society of American Archivists, The Library, Box 8198, University of Illinois, Chicago, Ill. 60680: The SAA Newsletter is sent (to members only) six times annually and lists jobs and applicants, as well as details of professional meetings and courses in archival administration.

Special Libraries Association, 235 Park Avenue, S, New York, N.Y. 10003, (212) 777-8136: In addition to the Conference Employment Clearing House, a monthly listing of positions wanted and available, Employment Opportunities, is available free for six months to SLA members who request this in writing. Most SLA chapters also have employment chairpersons who act as referral persons for employers and job seekers.

University of Mississippi, Department of Library Science, University, Miss. 38677, c/o Charles Evans: Practicing librarians who are interested in being considered for teaching positions in library schools may fill out questionnaires. An ID number may be assigned individually if desired for anonymity. Computerized listing will be made available to employers.

The last guide listed placement services provided by the ALA Government Documents Round Table and the ALA Social Responsibilities Round Table Task Force on Women. These volunteer efforts have been discontinued.

STATE LIBRARY AGENCIES

In addition to the joblines mentioned previously, some of the state library agencies issue lists of job openings within their areas. These include Illinois; Indiana (updated list from Library Occurrent on request); Iowa (Iowa Jobline, monthly); Kansas ("Kansas Placement News," monthly); Ohio (Library Opportunities in Ohio, 6 times a year, sent to all accredited library schools and interested individuals; Oregon ("Oregon Library Openings,") and Pennsylvania ("Positions Open," monthly, when jobs are available).

On occasion when vacancy postings are available, state library newsletters or journals will list these, such as: Alabama (Cottonboll, monthly); Indiana (Library Occurrent, quarterly, all types of libraries); Maine (Downeast Libraries, bimonthly); Nebraska (Overtones, biweekly); New Mexico (Hitchhiker, weekly newsletter); New Hampshire (Granite State Libraries, bimonthly); North Carolina (Flash News bulletin, irregular); South Dakota (newsletter, bimonthly); and American Samoa (Office of Samoan Information, Pago Pago, News Bulletin, daily).

Many state library agencies will refer applicants informally when vacancies are known to exist, but do not have formal placement services. The following states primarily make referrals to public libraries only: Alabama, Arkansas, Connecticut, Idaho, Kansas, Kentucky, Louisiana, Maryland, Maine, North Carolina, Oklahoma, Oregon, South Carolina (institutional also), Tennessee, Vermont, West Virginia and Wyoming. Those who refer applicants to all types of libraries are: Arizona, Colorado, Florida, Guam, Indiana, Kansas, Michigan, Maine, Maryland, Massachusetts, Mississippi, Montana, Nebraska, Nevada (largely public and academic), New Hampshire, New Mexico, New York, North Carolina, Ohio, Oklahoma, South Dakota, Utah, and Virginia. Addresses of the state agencies are found in the Bowker Annual or American Library Directory.

STATE AND REGIONAL LIBRARY ASSOCIATIONS

State and regional library associations will often make referrals, run ads in association newsletters, or operate a placement service at annual conferences, in additon to the joblines sponsored by some groups.

Referral of applicants when jobs are known is done by the following associations: Delaware, Hawaii, Louisiana, Michigan, Mississippi, Nevada, South Dakota, Tennessee, Texas, and Wisconsin. Although listings are infrequent, job vacancies are placed in the following association newsletters or journals when available: Alaska (Sourdough, 6 times a year); Arizona (ASLA Newsletter, monthly); Connecticut (Search, 6 times a year); Georgia (Georgia Librarian); Mountain Plains Library Association (Newsletter lists vacancies and position wanted ads for individual members or area library school students); New Jersey Libraries; New York (NYLA Bulletin lists both paraprofessional and professional positions wanted or available); North Carolina Libraries (quarterly); Pennsylvania (PLA Bulletin, bimonthly); Rhode Island Library Association (Bulletin, monthly); Vermont Libraries (bimonthly); Virginia Librarian (quarterly). West Virginia Libraries (quarterly). The Southeastern Librarian lists joblines in that geographical area.

At their annual conference the following associations have indicated some type of placement service; although it may only consist of bulletin board postings: Alabama, Connecticut, California, Illinois, Maryland, Mountain Plains, New England, New Jersey, New York, Texas and Vermont.

The following associations have indicated they have no placement service at this time: Florida, Indiana, Kentucky, Minnesota, Oklahoma, Pacific Northwest, South Carolina, Southwest, Washington, and Wyoming. State and regional association addresses are found in the Bowker Annual.

LIBRARY SCHOOLS

Most library schools offer some type of service for their current students as well as alumni. Of the ALA accredited schools, the following handle placement activities through the library school: British Columbia, Columbia, Dalhousie, Denver, Drexel, Emory, Geneseo, Illinois, Kent, Michigan, Minnesota, Pittsburgh, Rosary, Rutgers, Texas-Austin, Toronto, UCLA, and Wisconsin-Madison.

The central university placement center handles activities for the following schools: Arizona, Brigham Young, California-Berkeley, Case Western, Chicago, Clarion State, Iowa, McGill, North Carolina, Peabody, Queens, St. John's, Southern California, South Florida, Washington, Western Michigan. However, in most cases, faculty in the library schools will still do informal counseling regarding job seeking.

In some schools, the placement services are handled in a cooperative manner; in most cases, the university placement center sends out credentials while the library school posts or compiles the job listings. Schools utilizing both sources include: Alabama, Albany, Buffalo, Catholic, Emporia, Florida State, Indiana, Kentucky, Maryland, Montreal, North Carolina Central, North Texas, Northern Illinois, Oregon, Simmons, South Carolina, Southern Connecticut, Syracuse, Tennessee, Texas Woman's, Western Ontario.

In sending out placement credentials, schools vary as to whether they distribute these free, charge a general registration fee, or request a fee for each file of credentials sent out.

Those schools which have indicated that they post job vacancy notices for review but do not issue printed lists are: Alabama, Albany, Arizona, Buffalo, British Columbia, Catholic Chicago, Clarion State, Drexel, Emory, Florida State, Kent, McGill, Maryland, Montreal, North Carolina Central, Northern Illinois, Oregon, Queens,Simmons, South Carolina, South Florida, Syracuse, Tennessee, Texas-Austin, Texas Woman's, Toronto, Washington, Western Ontario.

In additon to job vacancy postings, some schools issue a printed listing of positions open which is distributed primarily to students and alumni and only occasionally available to others. The following schools issue listing free to students and alumni only unless indicated otherwise: Brigham Young, California-Berkeley, (alumni receive 10/yr. if registered with $20 placement fee); Case Western (alumni $10 for 6 lists); Columbia (alumni /6 issues); Dalhousie ($5/yr. for students, alumni and others); Denver (alumni $2.50/yr.); $2

Geneseo; Illinois (others may send no. 10 self-addressed stamped envelopes); Indiana (others may send self-addressed stamped envelopes); Iowa (students and alumni as part of $7.50 registration fee); Kentucky; Michigan; Minnesota (if 24 cent self-addressed envelopes are supplied); North Carolina (students and alumni if supply postage); North Texas State; Peabody (students and alumni if registered for fee); Pittsburgh (others for $2/6 months); Rosary (individual notces to registered students and alumni if pertinent); Rutgers (alumni and others, $4/yr); St. John's (students and alumni, $5/yr.); Southern Connecticut; UCLA (alumni need to renew every 3 months); Western Michigan ($5/26 weeks to anyone); Wisconsin (alumni and others $4/yr).

As the job market has tightened, a number of schools are providi g job hunting seminars and short courses or more actively trying to help graduates obtain positions. Most schools will offer at least an annual or semi-annual discussion on placement, often with outside speakers representing different types of libraries or recent graduates relating experiences. Some additional programs offered by schools include: Rutgers (workshops on search strategy, interviewing; placement booths at local and state conferences); Brigham Young (students write resume which is critiqued in basic administration class); Michigan (a student committee scans and clips newspapers, periodicals for vacancy notices to post); Berkeley (a student committee organizes job search workshops, audio-visual role playing in interviewing); UCLA (compiles "Job Hunting Handbook"); Arizona (sends brief listing of all graduate resumes to libraries in Southwest each spring); Syracuse (annual "Career Survival Day"); British Columbia ("Employment Week" in spring term with employers invited to interview); Oregon (cooperates with Oregon Library Association and Educational Media Association in financing a jobline); South Florida (Part-time administrative assistant recruits minority students and identifies placement possibilities); South Carolina (seminars on job search and resume writing offered as part of curriculum); Syracuse (graduate assistant calls applicants if positions of interest known, keeps files of edge-notched card on each applicant and matches jobs with names in computerized files); Toronto (publishes annual placement and salary survey in Canadian Library Association's Feliciter); Southern Connecticut (5 sessions in one Annual Job Workshop week); Buffalo (also assists laid-off employees of the Buffalo-Erie Co. Library; has sent list of graduates to major libraries in the U.S.; operates SDI service); Peabody (offers 1 hour, 5 week course for credit on "The Librarian and the Profession" which discusses duties, responsibilities and opportunities for new librarian); Wisconsin (4 hour job-finding workshop); Kentucky (runs SDI service for students and alumni completing interest profile); Drexel (individualized job counseling interviews); Western Ontario (maintains vertical file of information about specific libraries and geographic l areas, conducting research project to identify job vacancies).

Employers will often list jobs with schools only in their particular geographical area; some library schools will give information to non-alumni regarding their specific locales, but are not staffed to handle mail requests and advice is usually given in person. Schools which have indicated they will allow librarians in their areas to view listings are: Alabama, Alabama A&M, Albany, Brigham Young, British Columbia, Buffalo, Case Western, Catholic, Dalhousie, Denver, Emory, Emporia, Florida State, Geneseo, Illinois, Indiana, Iowa, Kent, Kentucky, Louisiana, McGill, Maryland, Michigan, Minnesota, North Carolina Central, North Texas State, Northern Illinois, Oregon, Peabody, Pittsburgh, Queens, Rutgers, St. Johns, South Carolina, Southern California, Southern Connecticut, Tennessee, Texas-Austin, Toronto, UCLA, Washington, Western Michigan, Western Ontario, and Wisconsin-Madison.

A list of accredited school addresses can be requested from ALA or found in the Bowker Annual. Individuals interested in placement services of other library education programs should contact the schools directly.

FEDERAL LIBRARY JOBS

The first step in obtaining employment in a federal library is to establish eligibility for librarian jobs in general by submitting Personal and Supplemental Qualifications Statement forms (SF 171 and CSC Form 1143 available from U. S. Civil Service Commission or Federal Job Information Centers in many major metropolitan areas). Send to Interagency Board of U.S. Civil Service Examiners, 1900 E. Street, NW, Washington, D.C., 20415. This insures one's name being placed on the Civil Service Commission register. One is considered for all grades for which one indicates qualification and considers acceptable (students may file at any time during the school year preceding the anticipated library degree; beginning MLS graduates are eligible for the GS-9 level). As vacancies occur at these grades, qualifications will be evaluated in relation to an agency's specific requirements, and names are referred for consideration. Eligibility will remain in effect for one year from the notice of rating. For continued eligibility one must submit updated information every twelve months (see Professional Careers for Librarians Announcement 442, Sept. 1975 from U.S. Civil Service Commission for more details).

The Federal Library Committee, Library of Congress, Washington, D.C., 20540, compiles a free monthly Library Vacancy Roster. Students may also secure forms to get their names listed on the Roster of Prospective Federal Librarians. This listing is for one month, and is circulated to federal employers who contact the applicant directly if interested. Personal contacts with specific federal agency libraries are also helpful. In inquiring for job information, indicate that one has taken steps to get on the Civil Service register, or, if a rating is already received, indicate that.

The Library of Congress does not fall under Federal Civil Service regulations, although the SF-171 form is used for applications. Vacancies for librarians are found in the Federal Library Committee Library Vacancy Roster. Contact the Recruitment and Placement Office, Library of Congress, Washington, D.C., 20540. Please apply by Posting Number.

ADDITIONAL GENERAL AND SPECIALIZED JOB SOURCES

School Libraries: School librarians often find that the channels for locating positions in education are of more value than the usual library ones. However, the National Center for Information on Careers in Education is no longer in operation. A list of commercial teacher agencies may be obtained from the National Association of Teachers Agencies, c/o Elwood Q. Taylor, 1825 K Street, NW, Suite 706, Washington, D.C. 20006.

Academic Libraries: The Cooperative College Registry which used to include library referrals is no longer in existence.

The Chronicle of Higher Education (published weekly during the academic year, 1717 Masachusetts Ave., NW, Washington, D.C.) is receiving more classified ads for library openings than previously, although many are at the administrative level; Academe (newsletter of American Association of University Professors, One DuPont Circle, Washington, D.C., 20036) also lists librarian jobs at times.

American Association of Junior Colleges Career Staffing Center, 621 Duke St., Alexandria, VA, 22314: Persons interested in junior or community college positions complete a registration form and submit with a $20.00 yearly fee. Condensed personnel information is sent to deans who make direct contact with individuals in whom they are interested; in addition, vacancy listings are distributed to registrants in the spring.

Affirmative Action Register, 10 S. Brentwood Blvd., St. Louis, MO, 63105: The goal is to "provide female, minority, and handicapped candidates with an opportunity to learn of professional and managerial positions throughout the nation and to assist employers in implementing their Affirmative Action Programs." Free distribution of monthly bulletin is made to leading business, industrial, and academic institutions and over 4,000 agencies which recruit qualified minorities and women, as well as to all known female, minority, and handicapped professional organizations, placement offices, newspapers, magazines, rehabilitation facilities and over 8,000 federal, state, and local governmental employment units. Individual mail subscriptions are available for $15.00 per year. Librarian listings, however, are infrequent.

Catalyst, 14 E. 60th Street, New York, NY, 10022: A national non-profit organization dedicated to expanding career opportunities for women, through publications, local resource center listings, and a national roster available to employers on a subscription basis.

Franciscan Vocation Office, 600 Soundview Avenue, Bronx, N.Y., 10473: Helps librarians who are attracted to the Franciscan way of life, to function professionally in high school, college or seminary libraries.

Vocations for Social Change, 5951 Canning St., Oakland, CA, 94609: Publishes Work Force, a clearing house of information on social change organizations, which sometimes includes job listings for people with information skills.

OVERSEAS

Opportunities for employment in foreign countries are limited and immigration policies of individual countries should be investigated. Employment for Americans is virtually limited to U.S. Government libraries, libraries of U.S. firms doing worldwide business, and American schools abroad. Library journals from other countries will sometimes list vacancy notices (e.g., Australian Library Journal, British Columbia Library Association Newsletter, Ontario Library Review, CLA Feliciter, and Library Association Record).

Several general brochures may be of help in providing further addresses: "American Students and Teachers Abroad: Sources of Information about Overseas Study, Teaching, Work, Travel" and "Federal Jobs Overseas" from Superintendent of Documents, U. S. Government Printing Office, Washington, D.C., 20402, for $1.00 and 10¢ respectively.

Action, Office of Recruitment and Communications, Washington, D.C., 20525: An umbrella agency which includes the Peace Corps and Vista. Will sometimes need librarians in developing nations and host communities in the United States.

Council for International Exchange of Scholars, Suite 300, Eleven DuPont Circle, Washington, D.C., 20036, (292), 833-4950: Operates administration of Fullbright-Hays Awards for university lecturing and research abroad; usually 2-4 awards per year are made to specialists in library science. Open to U.S. citizens with university or college teaching experience. Request registration forms usually in spring for academic year to start 1 1/2 years later.

Department of Defense, c/o Director, Dept. of Defense Dependents Schools, OASD (M&RA), Room 152, Hoffman I, 2461 Eisenhower Ave., Alexandria, VA 22331: Overall management and operational responsibilities for the education of dependents of active duty military personnel and DOD civilians who are stationed overseas, including recruitment of teaching personnel, are assigned to this agency.

Home Country Employment Registry, LSU Drawer No. 19120-A, Baton Rouge, LA, 70803: Services are offered to U.S. educated foreign students to assist them in locating employment in their home countries following completion of their studies.

International Association of School Librarians, c/o School of Librarianship, Western Michigan University, Kalamazoo, MI, 49001: Informal contacts might be established through this group.

International School Services, P.O. Box 5810, Princeton, NJ, 08540: Seeks applicants for American schools abroad with no more than three accompanying dependents.

University of Pittsburgh, Graduate School of Library and Information Science, Pittsburgh, PA, 15260: The International Library Information Center and Placement Services issues an occasional listing of library positions open in other countries.

U. S. Information Agency, seeks librarians with M.L.S., four years experience for Regional Library Consultant positions. Seek candidates with proven administrative ability, skills to coordinate the overseas USIS library program with the other information functions of USIA in various cities worldwide. Relevant experience might include cooperative library program development, community outreach, public affairs, project management, personnel training. USIA maintains 120+ libraries in 90+ countries, 1.1 million books, 660 local library staff worldwide. Libraries provide reference service and materials about U. S. for foreign audiences. Five years U. S. citizenship, $16,096 to $26,738 depending upon qualifications. Overseas allowances and differentials where applicable, vacation leave, term life insurance, medical and retirement programs. Send standard U. S. Govt. Form 171 to Recruitment Staff, USIA, Washington, D.C. 20547.

OVERSEAS--SPECIAL PROGRAMS

ALA Black Caucus has a librarian exchange program with Africa. Contact E. J. Josey, New York State Education Dept., 99 Washington Ave., Albany, NY 12230.

International Exchanges. Most exchanges are handled by direct negotiation between interested parties. In order to facilitate such arrangements, the IFLA Journal (issued February, May, August, and November) will hence forth provide a listing of persons wishing to exchange positions outside their own country. All listings must include the following information: full name, address, present position, qualifications (with year of obtaining), language, abilities, preferred country/city/library and type of position. Send to IFLA Secretariat, Netherlands Congress Building, Tower, P.O. Box 9128, The Hague, Netherlands.

United State Information Agency, c/o ICS/CL, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547 occasionally has openings in the Library Fellow Program for U.S. citizens with a MLS, one or more years experience, and knowledge of French or Spanish to work in Binational Centers (BNC) in one country for a period of 1 year or longer subject to the needs of the BNC library program. Benefits include salary paid in local currency adjusted in terms of local conditions; round trip transportation from residence to the employing BNC; two weeks training in Washington, D.C. Library Fellows provide professional help to train the local personnel in day-to-day operations; organize or reorganize a collection, service or library network; improve content and use of multi-media collections; institute and develop reference and outreach services; and coordinate BNC library facility with community objectives of the BNC. Library Fellows are employed under one year contract by a Binational Center and are not employees of the U.S. Information Agency.

FREELANCE LIBRARIANSHIP

Some librarians are attempting to use their information skills on a free-lance basis by offering services for a fee to business, alternative schools, community projects, etc.; however, such opportunities are not to be found in any job listing, but created by developing publicity and contacts over a period of time. Many "alternative" groups do not have much money for staff, but small companies or industries often need "one-time" service for organizing files or collections, bibliographic research for special projects, or consulting services. See Wilson Library Bulletin 49:440-5, February 1975; Special Libraries 67:243-250, May/June 1976; and ASIS Bulletin 2:10-20, February 1976 for articles on some of the information services which are in existence.

LIBRARY PERSONNEL INTERCHANGE

The Library Personnel Interchange is a new program which is being developed to provide a way for library staff members to obtain opportunities for mutually beneficial exchanges of skills and experiences between host and visiting participant for varying lengths of time. Program participation is open to any library professional or support staff member (para-professional or clerical) who has been in a position for at least six months.

The Interchange was developed by the Regional Planning Committee of the New England Library Association and the Association of State Library Agencies of ALA. ASLA is encouraging the development of the program in other areas of the country as interest is generated. For further information, interested persons should contact: Mary R. Power, Executive Secretary, Association of State Library Agencies, American Library Association, 50 East Huron Street, Chicago, Ill. 60611.

JOB HUNTING

Wherever information needs to be organized and presented to patrons in an effective, efficient, and service oriented fashion, the skills of professional librarians can be applied, whether or not they are in traditional library settings. However, it will take considerable investment of time, energy, imagination, and money on the part of an individual before a satisfying position is created or obtained, in a conventional library or another type of information service. Usually, no one method or source of job-hunting can be used alone.

If one wishes a position in a specific subject area or in a particular geographical location, remember those reference skills to ferret information from directories and other tools regarding local industries, schools, subject collections, etc. Working as a substitute librarian or in temporary positions while looking for a regular job can provide valuable contacts and experience. Part-time jobs are not always advertised, but often found by canvassing local libraries and leaving applications.

Comments on the effectiveness of the sources in this guide are welcomed, as well as information on changes and additions.